TITLE: **Provision of Secure Storage**

PROCEDURE NUMBER: **7-10-1010.1**

RELATED POLICY AND PROCEDURES: **7-10-1010 Provision of Secure Storage**

DIVISION OF RESPONSIBILITY: **Business and Finance**

May 17, 2013	**November 18, 2025**	**October 26, 2016**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the shared responsibility of the Vice President of Business and Finance and the Controller to review and revise this procedure.

Procedure

A. Procedural Responsibilities

1. Overall responsibility for the use of the central vault rests with the Controller.
2. The Controller is responsible for assigning space in the vault for all items that require secure storage.
3. Offices needing secure storage on a continuous basis are to submit written requests to the Controller.
4. Control of the combination and access to the vault is the responsibility of the Control

B. Request for Secure Storage

Requests for secure storage on a continuous basis include:

1. The volume of material to be stored;
2. Any special handling required;
3. The names of up to three employees who are allowed to have access to the material;
4. A brief description of the material to be stored;
5. Storage of articles in the vault should be limited.

C. Records

Records are electronically stored, whenever possible, to conserve space and to offer the most secure environment.

D. Combination

The combination to the safe is given to the Vice President of Business and Finance, the Controller, and Business Office permanent staff.

E. Requests for Opening the Vault

Requests for opening the vault during other times than business hours is coordinated through the on-duty security officer who coordinates this request with the Controller. Normally the vault is opened only during business hours.

F. Requests for Short Term Storage

Requests for overnight or short-term storage is coordinated through the Controller.

G. Securing the Vault

1. The vault is secured at the close of business each day by the Business office staff.
2. When the vault is not in use during normal operating hours it should be closed.

H. Off-Campus Sites

1. Any safes that are located at off-campus sites are the responsibility of the off-campus coordinators.
2. The combination is known only to persons: the County Campuses Dean, each County Campus Director and night County Campus Coordinator, where applicable.
3. The Finance Department is responsible for auditing these safes as required.
4. The off-campus coordinators are responsible for ensuring that the safes are locked each night at each location.